

## APPLICATION FOR DEALERSHIP LICENSE

**Important Message:** Delaware Title 21, Section 6312, requires the Division of Motor Vehicles to determine if the applicant is of good character and has complied with and will comply with the laws of this State. Applicants who answer any item on Question 6 with a "Yes" answer should discuss their answer with Division personnel prior to entering into a lease/purchase agreement, obtaining insurance, phones, etc.

Date of Application: \_\_\_\_\_ Dealer Number Assigned by DMV: \_\_\_\_\_

1. Dealership Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Location of Dealership: \_\_\_\_\_ City: \_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Type of Dealership: (Check One) ☐ New ☐ Used ☐ Wholesale ☐ Mobile Home  
☐ Auction ☐ Trailer ☐ Motorcycle/Moped

5. List Name, Home Address, Birth Date, and Driver's License number of **All Owners, Partners, and Managers** if business is not a corporation; Principal Officers if business is a corporation. **Note** - Delaware drivers license must be valid for 90 days prior to application date for all owners of used/wholesale vehicle dealers. **If more than (3) spaces are needed for owner information, please make copies of this page and attach to application.**

A. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Drivers License No./State \_\_\_\_\_ Birth Date: \_\_\_\_\_

B. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Drivers License No./State \_\_\_\_\_ Birth Date: \_\_\_\_\_

C. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Drivers License No./State \_\_\_\_\_ Birth Date: \_\_\_\_\_

D. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Drivers License No./State \_\_\_\_\_ Birth Date: \_\_\_\_\_

**A copy of the criminal history for all owners and officers of the dealership must be attached to the application. Residents of Delaware for less than two years must also attach a criminal history from their last state of residency. The Delaware criminal history may be obtained from the Delaware State Bureau of Identification, 1407 North Dupont Highway, Dover, Delaware 19901 (302-739-5882). There is a charge for this service.**

6. Have any of the individuals named in Section 5:

Yes ☐ No ☐ (a) been convicted of an offense other than a traffic violation?

Yes ☐ No ☐ (b) been subject to any disciplinary action, past or pending, by any administrative, governmental or regulatory body?

Yes ☐ No ☐ (c) been charged with a violation of any statute, rule, regulation or ordinance of any municipal, administrative, regulatory or other governmental body?

Yes ☐ No ☐ (d) do any of the above named individuals owe any taxes or obligations to the State of Delaware?

Please provide explanation for any of the above questions that are answered Yes:

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7. Complete the following for anyone in Section 5 who has been previously employed in vehicle sales:

Name of Employee	Name of Dealer	State	Date Employed (From - To)
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Name of Employee	Name of Dealer	State	Date Employed (From - To)
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8. List Names of References- Business or Personal ( must be an individual, non-relative and not a co-applicant)

a. \_\_\_\_\_  
Name Address Telephone Number

b. \_\_\_\_\_  
Name Address Telephone Number

**Upon approval of this application, a Delaware Division of Motor Vehicles' Dealer Procedure Manual will be supplied to you. This manual is supplied to make you aware of the laws, regulations and other requirements that govern vehicle dealers. Dealership owners must be knowledgeable of its contents. Failure to comply with Delaware law and Division of Motor Vehicles rules and regulations may result in your license being suspended. The following are critical items:**

1. All dealership records are to be retained for **five years** and must be available for inspection during business hours.
2. The Division must be notified **immediately** of any changes in the business including relocation, telephone numbers, officer/owner names, addresses, etc.
3. A dealer must receive authorization from the Division before issuing a second temporary registration plate to the same vehicle.
4. A dealer must witness proof of **valid liability insurance and driver's license** before issuing a temporary registration.
5. Upon issuing a temporary registration, the dealer **is required** to submit the application for title for any Delaware-registered vehicle within **30 days** of the date of delivery.
6. Dealer plates can only be used on vehicles **owned** by the dealership and a **written** log of their usage must be maintained.
7. A dealer **must** disclose to a buyer if a vehicle title is or will be branded as **reconstructed, flood-damaged, salvage or previous taxi**. Disclosure forms can be obtained from any Division of Motor Vehicles facility.
8. The dealership must hold a valid Delaware Division of Revenue business license.
9. A completed Federal Trade Commission Buyer's Guide **must** be displayed on a side window of all used cars and trucks with a GVWR less than 8,500 pounds. Motorcycles are exempt.
10. The Division **must immediately** be notified of any vehicle received by the dealership for resale (Dealer's Notification of Used Vehicle Received – MV60 Form). Forms are available at any Division of Motor Vehicles facility.
11. A dealer must comply with the terms of all warranties or guarantees.
12. A dealership owner (except new vehicle dealerships) must be a Delaware resident.
13. A dealership may be held responsible for the acts of its sales people as well as its principal members.

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## **CERTIFICATION OF DEALER RESPONSIBILITIES AND REQUIREMENTS**

In submitting this application for the Division of Motor Vehicle's consideration, I/we certify that all motor vehicles or trailers owned by this dealership or under it's control will be continuously covered by liability insurance in the minimum amounts required under the Delaware Financial Responsibility Law.

I/we understand Delaware law requires dealers to allow full and free access to all dealership books and records pertaining to the purchase or sale of any motor vehicle or trailer by the dealership. Access shall be granted during regular business hours to duly authorized representatives of the Division of Motor Vehicles, Attorney General's Office or law enforcement officers.

I/we further certify under the penalties provided by law that I/we have read and understand all information requested and requirements stated on this application. The answers are true and correct to the best of my/our knowledge. I/we understand that any dealership license issued is subject to suspension for violations of Title 11 or Title 21 of the Delaware Code.

I/we hereby certify that there are no misrepresentations or falsifications in the information stated in this application. I/we am/are aware that false or misleading statements will be cause for rejection or revocation of dealer's license and privileges. Any violation of the laws and regulations may result in the suspension of my vehicle dealer's license.

Sworn and Subscribed before  
me on this \_\_\_\_\_ Day of  
\_\_\_\_\_ A.D. 20\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Notary Public

Sworn and Subscribed before  
me on this \_\_\_\_\_ Day of  
\_\_\_\_\_ A.D. 20\_\_\_\_

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